



OSAC Standards/Guidelines Registry Management Process

Purpose

This document outlines the processes for how a document, which has been added to the *OSAC Registry of Approved Standards* or the *OSAC Registry of Approved Guidelines*, can be replaced, moved from one registry to another, updated, or removed from a Registry.

These processes can be initiated for two primary reasons:

- **The request is based on a process activity driven by the Standards Developing Organization (SDO):** The SDO that controls the document will periodically take action on that document such as revising, superseding, reapproving or withdrawing it. Based on this activity, the OSAC may wish to update the Registry according to the action taken.
- **The request is based on a process activity driven by the OSAC and/or other technical issue:** A Subcommittee, Scientific Area Committee (SAC), Resource Committee, the Forensic Science Standards Board (FSSB), or NIST may make a determination that a Standard or Guideline currently on the Registry needs to be removed for various reasons, such as a technical or process issue. This is an OSAC-initiated process apart from any action by the SDO that controls the document.

Scope

Changes in Registry status may be initiated by any OSAC committee by submitting a request through the Subcommittee, SAC or virtual SAC that controls the Standard or Guideline. Approval for changes in Registry status must come from the SAC or FSSB, for Guidelines and Standards, respectively.

Responsibility

The appropriate SAC or the FSSB will review and approve all status changes for documents on the *OSAC Registry of Approved Standards* and the *OSAC Registry of Approved Guidelines* according to the OSAC Charter and Bylaws voting procedures.

Changes in document status that may warrant an update of an OSAC Registry

- **Revision:** An active document has been updated/revised and re-published.
- **Withdrawn:** A document has not been revised or updated in over 5 years. The SDO is no longer maintaining the document.
- **Cancelled:** A document that is deemed to be “not fit for use” due to technical reasons.
- **Superseded:** A document’s technical requirements are wholly replaced by another more current document.
- **Reaffirmed or Reapproved:** A document which has been reviewed by the technical committee and determined to be current with no need for immediate revision.



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- **Editorial Changes:** Edits to the document that do NOT change the meaning or intent of a document and do NOT require balloting.

Registry Management Processes

A. Change in placement on OSAC Registry

This process is used when a document needs to be moved from the *OSAC Registry of Approved Standards* to the *OSAC Registry of Approved Guidelines* (or vice versa).

1. Any OSAC committee, the FSSB, or NIST can initiate a change in placement of an approved standard or guideline through the *Registry Management Process*. This occurs by documenting communication to the Subcommittee, SAC, or virtual SAC that controls the standard or guideline, if they are not originating the request. This communication will be uploaded to Kavi and will include the document name and the rationale behind the request. If the committee controlling the document makes the request, they will upload the required documentation to Kavi.
2. The SAC reviews the request, and votes on whether to approve the placement change.
3. If approved, the SAC will insert the document into the *Registry Approval Process* at step RA-400 for public comment and continue through the *Registry Approval Process* until the document is moved to the appropriate Registry.

B. Updating the Registry due to reapproval, reaffirmation or minor editorial revision to a standard/guideline

This process is used when a standard or guideline already on the *OSAC Registry of Approved Standards* or *OSAC Registry of Approved Guidelines* has been reapproved, reaffirmed or reissued with an editorial change by the SDO, and the Registry needs to be updated with the new version of the same document. This means the document either had no changes, or changes were only editorial in nature.

1. Any OSAC committee, the FSSB, or NIST can initiate an update of an approved standard or guideline through the *Registry Management Process*. This occurs by documenting communication to the Subcommittee, SAC, or virtual SAC that controls the standard or guideline, if they are not originating the request. This communication will be uploaded to Kavi and will include the document name and the rationale behind the request. If the committee controlling the document makes the request, they will upload the required documentation to Kavi.
2. A status change of the document must be one of the following (requests for status changes other than those listed will be returned to the document owner)
 - a. Reapproved/Reaffirmed;
 - b. Editorial change.
3. The SAC reviews the request, and votes on whether to approve the Registry update.
4. If approved:
 - a. If the document is a guideline, the request is forwarded to the QIC for completion of the process and Registry update;



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- b. If the document is a Standard, the request is forwarded to the FSSB. The FSSB reviews the packet and votes on whether to approve the Registry update.
5. If approved, the request is forwarded to the QIC for completion of the process and Registry update.

C. Replacing a standard/guideline with a revised or superseded version of the same document

This process is used when a standard or guideline already on the *OSAC Registry of Approved Standards* or *OSAC Registry of Approved Guidelines* has been revised by the SDO, and the Registry needs to be updated with the revised or superseded version of the same document.

1. Any OSAC committee, the FSSB, or NIST can initiate a change in status of an approved standard or guideline through the regular *Registry Approval (RA) process*. If the document has undergone substantial revisions, these items should be addressed in the associated RA process forms.

D. Removing a standard/guideline due to being withdrawn, cancelled, superseded, or a technical issue

This process is used when a standard or guideline needs to be removed from the *OSAC Registry of Approved Standards* or the *OSAC Registry of Approved Guidelines*.

1. Any OSAC committee, the FSSB, or NIST can initiate the removal of an approved standard or guideline through the *Registry Management Process*. This occurs by documenting communication to the Subcommittee, SAC, or virtual SAC that controls the standard or guideline, if they are not originating the request. This communication will be uploaded to Kavi and will include the document name and the rationale behind the request. If the committee controlling the document makes the request, they will upload the required documentation to Kavi.
2. If the request is based on a significant technical issue, sufficient written documentation must be included, and specify at a minimum:
 - a. The document name and revision date;
 - b. The location in the document necessitating the change (e.g., page number, section, paragraph, etc.);
 - c. The rationale for the change in status.
3. The request will be submitted to the appropriate SAC for approval.
4. If approved for removal, the SAC will follow the *Registry Approval Process* beginning at step RA-400 and continue through the *Registry Approval Process* until the document is removed from the appropriate Registry.